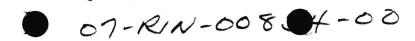
APCO



RCAP

FREEDOM OF INFORMATION ACT (FOIA) GUIDE AND PROGRAM CHECKLIST

The request need not specifically refer to the FOIA. The Act requires that agencies provide records unless they are exempt from disclosure.

FOIA OFFICE (OEP)

FOIA requests are date-stamped and logged into the FOIMATS system by the FOIA Coordinator, OED. The FOIMATS system assigns a control number (Request Identification Number (RIC)) and generates a control slip. Copies of the request are handcarried to appropriate programs/offices. Upon receipt of records and backup material from the programs/offices, the FOIA Coordinator prepares an appropriate response letter for signature by the FOIA Officer. FOIA Officer signs all responses except denials. Initial denials are prepared by the FOIA Coordinator for the signature of the appropriate Division Director.

PROGRAM RESPONSIBILITY

Understand what the writer is asking for. If not, call the requestor for clarification. (Scope of request can often be narrowed.) If fees for processing request exceed \$25.00 and requestor has not indicated in letter willingness to pay up to a specified amount, call requestor advising of estimated fees for processing request and obtain agreement to reimburse the Agency.

Document all actions for processing request. Complete the Program Checklist (below) before submittal to the FOIA Coordinator. Assure that ALL portions of request which your program/office is responsible for have been responded to. When the records responsive to the request are prepared and Program Checklist completed, send to FOIA Coordinator with any details that should be known for preparation of response letter. INCLUDE THE CONTROL SLIP when submitting to the FOIA Coordinator. The FOIA control number (RIN) is the only means of identification and tracking.

Effective October 1, 1998, it is the program's/office's responsibility to provide information for compilation of administrative costs with each FOIA request. This information is entered into the FOIMATS system by the FOIA Coordinator, OEP. The information will be retrieved by headquarters annually and included in the Annual Report to Congress. See attached headquarters guidance.

PROGRAM CHECKLIST FOR TRANSMITTAL OF RECORDS/INFORMATION TO OEP FOR RESPONSE LETTER

	res	Date	NO	N/A
	/	81		
Program has responsive records	√	110		
Index of records releases and/or denied (entire files apied)				
Counsel consulted re releasability of records				
Exemption cited for records denied 5 U.S.C. 552(b)	20. 0		* :	1
Copy(ies) of record(s) initially denied in program's files				1
OR submitted to FOIA Coordinator (in FOIA files in case	10			T
of appeal by requestor	(*) 8 X			
Business confidentiality determination applicable		2	*	T
Program notified third party by letter from Division				
Director of opportunity to substantiate business	8 8			
confidentiality claim			. \	
				7

(over)

R00148994

R00148994 RCRA RECORDS CENTER

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	• ,				•		
			Yes D	ate	No N/A		
	te" requested 40 CFR 2.112((e)			<u> </u>		
Extension of "due da	arch for and collect the re	equested					
(1) The need to se	ffices that are physically	distant					
records from c	CP .	1					
from this offi	ce earch for, collect, and app	ropriately		8			
		and distant					
records invol	ved in your request	e conducted					
(3) The need for	ved in your request consultation, which shall b	agency or					
with all prac	consultation, which share ticable speed, with another	-matter					
EPA office ha	Ving a substance		1 00	ette	eT .	·	
interest in y	our request	yment:	~~~	1/2 1	- Record	ī	•,,
Requestor advised of	request: Record search / copying // copying	5 hrs. @ 10	15 pe	r page	e: actual	cost	
Cost of processing	oper 1/2 hr.; copying 11	32 pages	10cm (3000	(a)\$1 cac	7=2.C	\circ
review III's	nane photo	s, elle	CHA-1	~			
Dote of transmitta	ime, diskettes, maps, photos l of records/information to ble for gathering records/i	information	(contac	t for	response	letter)	
Person(s) responsi	ole for gathering records	7913.)=	55,1-	181			
		:		MON	7		
Division Director	(or designee) concurrence/	Signacua	+-++	****	****	****	
DIVISIO:	(or designee) concurrence/	***			DY FOTA	•	
***	8 ADMINISTRATIVE COSTS TO FOR INCLUSION IN ANNUAL	BE ENTERED	INTO FO	IMATS	BI PULK	1	
EFFECTIVE 10/1/9	8 ADMINISTRATIVE COSTS TO FOR INCLUSION IN ANNUAL **********************************	REPORT TO CO	ONGRESS TONGRESS				9
COORDINATUR, OFF	***SEE ATTACHED HEADQUARTE	ERS INSTRUCT	TOMS		PROJECT		
	***SEE ATTACHED HEADQUARTE H E-FOIA, ALL PERSONS WHO V QUIRED TO PROVIDE THE TIME	JORK IN ANY	CAPACIT	TY ON	A KEQUESI	TRATIVE	
IN COMPLIANCE WITH	TE-FOLA, ALL TERESTHE TIME	SPENT AND H	OURLY	KAIL F	· ·		
WITHIN EPA ARE REC	QUIRED TO THE				<u> </u>		
COSTS.	~ ~ ~	SY 8-1-2					
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TOTAL HOURS:	HOURET RATE.		×		•		

Freedom of Information Act Request 07-RIN-00854-00

Request Date:

Date Received:

07/26/2000

07/27/2000

all redactions to remove nonresponsive information

RICHARD P.

THOMPSON

CASETTA

COBURN

Requestor:

Company:

Fee Category:	Commercial	Acknowledged:	07/27/2000			
Subject:	ST. LOUIS ORDI CARTRIDGE CO	NANCE/AK/A UNITED STA MPANY,	ATES			
Lead Office:	07-OEP					
Assigned to: 07-SUPR	07-APCO, 07-CN	ISL, 07-CRIB, 07-NFMB, 0	7-OEP, 07-RCAP,			
Original Due 08/3 Date:	24/2000 New D	ue Date:				
Гrack:	BASIC	Fee Waiver Requested:	NO			
FIS Initials:	PP					
programs/cnsl provide 01 AUG 20 31-COR	input, oep signature	FOIAS ARE HAND-CARRIED TO DIVISION/BRANCH/OFFICE ON DATE RECEIVED. FOIAS ARE DUE 10 WORKING DAYS FROM DATE RECEIVED. REC'D BY:				
		DATE				

THOMPSON COBURN

7/26/00

2:29:

PAGE 002/3

RightFAX



07-RIN-00854-00

Thompson Coburn LLP Attorneys at Law

Richard P. Cassetta

EMAIL reassetta@ thompsoncoburn.com

314-552-6135 FAX 314-552-7135

One Firstar Plaza St. Louis, Missouri 63101-1693 314-552-6000 FAX 314-552-7000 www.thompsoncoburn.com

RECEIVED

July 26, 2000

JUL 27 2000

EPA-RGAD-OEP-FOIA APCO

REGION VII CRIB

CNSL/Bolding

Regional Freedom of Information Officer U.S. EPA, Region 7 726 Minnesota Avenue Kansas City, KS 66101

SUPROEPB

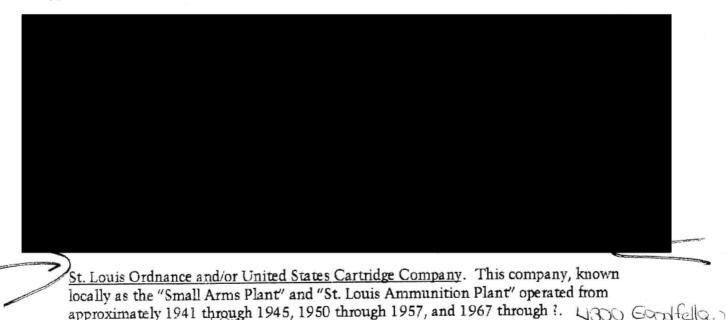
Re:

Freedom of Information Act - Request Re: St. Louis Ordnance a/k/a United States Cartridge Company

(314) 552-6194

Dear FOIA Officer:

I hereby request records of the United States Environmental Protection Agency regarding the following Missouri companies. I have included all known company names and the approximate time frames these companies operated.



July 26, 2000 Page 2

I understand that I can expect to hear from you in approximately 20 business days regarding the status of this request.

Thank you for your assistance with this matter.

Very truly yours,

Thompson Coburn LLP

/s/ Richard P. Cassetta By

RICHARD P. CASSETTA

RPC/RAS